



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
PSC BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003
AND
2D MARINE AIRCRAFT WING
PSC BOX 8050
CHERRY POINT, NORTH CAROLINA 28533-0050

IN REPLY REFER TO:
AirStaO 5300.5C
MCAS (MPD)
2dMAW (G1/02)
27 SEP 2005

AIR STATION ORDER 5300.5C

From: Commanding General, Marine Corps Air Station, Cherry Point
Commanding General, 2d Marine Aircraft Wing
To: Distribution List

Subj: FLEET ASSISTANCE PROGRAM (FAP)

Ref: (a) MCO 1000.8

Encl: (1) FAP Billets
(2) FAP/DEFAP/Check Out Sheet/Temporary DEFAP Orders
(3) Anti-Terrorism Force Protection (AT/FP) Augmentation
(4) Points of Contact Listing

1. Situation. To publish policy and guidance to Marine Corps Air Station (MCAS), Cherry Point and 2d Marine Aircraft Wing (2d MAW) Commanders regarding the FAP.

2. Cancellation. AirStaO 5300.5B.

3. Mission

a. The FAP is the assignment of tenant Fleet Marine Force (FMF) personnel to MCAS Cherry Point on a temporary basis. FAP personnel augment or assist Station with the accomplishment of many tasks necessary to provide support to the operational forces. The intent of the program is to achieve full use of personnel, ensure maintenance of occupational skills, and reduce the number of personnel chargeable to Station support and administration.

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b. Per the reference, Commanders are directed to conduct the FAP and adhere to the policies, instructions, and guidelines within this Order.

c. The assignment of personnel to the FAP outlined in this Order reflects peacetime conditions. The combat operational tempo within 2d MAW may determine that certain line numbers be gapped until sufficient support becomes available at the conclusion of operational commitments abroad. Billets that will be gapped due to operational commitments will be coordinated between the Station and Wing G-1s.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This Order provides guidance for the peacetime management of the FAP at MCAS Cherry Point. Assignment of personnel to the FAP will be accomplished pursuant to the guidance contained in this Order. MCAS Cherry Point and 2d MAW Personnel Officers will exercise joint cognizance over all aspects of the FAP.

(2) Concept of Operations. This Order delineates guidance required for the effective management of the FAP, assignments of personnel to fulfill Categories I, II and III requirements, as well as staffing procedures by category contained in enclosure (1). Station and Wing will comply with the intent and content of this Order.

(a) Category I (CAT I) FAP. Personnel whose military occupational specialties (MOS) is peculiar to support-type activities required for the operation of the Air Station. These support-type personnel are generally not required in garrison by the tenant organization, but deploy with the operational forces when required. MOSs of CAT I FAPs commonly include cooks, bulk fuelers, photographers, and air traffic controllers.

(b) Category II (CAT II) FAP. Personnel whose MOS is common to both FMF and supporting establishments. Examples of MOSs that are common to both activities include drivers, communicators, and operational clerks.

(c) Category III (CAT III) FAP. Personnel who fill Category III billets provide services outside their MOS.

b. Subordinate Element Missions

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(1) 2d MAW Unit Commanding Officers

(a) Assign Marines to the FAP per enclosure (2).

(b) Assignments to the FAP and replacement issues will be coordinated through the 2d MAW G-1. Wing parent commands are encouraged to coordinate all administrative and disciplinary matters pertaining to Marines on the FAP directly with HQHQRON, MCAS Cherry Point.

(2) CO, HQHQRON, MCAS Cherry Point. Provide parent command with notification on recommended discharges of Marines on the FAP.

c. Coordinating Instructions

(1) Information

(a) CAT I: No minimum tour length.

(b) CAT II: Standard tour is 1 year

(c) CAT III: Standard tour is 6 months - 1 year.

(d) Requests to shorten or extend a CAT II tour will be by mutual agreement between Station and Wing Personnel Officers. Requests to shorten or extend CAT II billets will be initiated by 2d MAW Unit Commanders and forwarded through the Group to AC/S G-1, 2d MAW for action.

(2) Staffing Policy. Staffing procedures by category are defined as follows:

(a) CAT I: Group Commanders will assign CAT I personnel exclusively to the FAP. Retention of CAT I personnel within 2d MAW units will be mutually agreed upon between the Station and Wing Personnel Officers.

(b) CAT II: Group Commanders will provide replacements for CAT II personnel, allowing sufficient time for a 3 day turnover. Exceptions will be coordinated between the Station and Wing Personnel Officers.

(c) CAT III: Group Commanders will provide replacements for CAT III personnel, allowing sufficient time for a 3 day turnover

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CAT III personnel assigned as a range coach will require a 15-working day turnover due to the required 3-week coaches course.

(d) FAP orders for personnel movement between 2d MAW and the Air Station are shown in enclosure (2).

(e) Grade and MOS substitutions will be considered on a case-by-case basis and resolved by 2d MAW and Station Personnel Officers.

(f) Personnel in the following categories will not be assigned to the FAP.

1 Currently in a disciplinary status.

2 Pending an administrative discharge.

3 On light or limited duty (case-by-case exceptions may be mutually agreed upon if the Marine is able to perform the duties of the FAP billet).

4 Have chronic physical problems or assigned to the weight control/personal appearance or remedial physical training programs, any of which can lead to medical or administrative separation. Case-by-case exceptions may be mutually agreed upon if the Marine is a first-time assignment and is making satisfactory progress.

5 Received Nonjudicial Punishment (NJP) in the last 6 months (case-by-case exceptions may be mutually agreed upon).

6 Received more than one NJP or courts-martial during current enlistment. Marines who receive an NJP or court-martial for reasons of moral turpitude or illegal drug activity will not be considered for billets where trust and confidence are required for the billet (e.g., Barracks Manager).

7 Received more than two page 11 entries within the last 12 months. The Station and Wing Personnel Officers will coordinate exceptions.

8 Currently assigned aftercare or command directed counseling.

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9 Have displayed a pattern of substandard performance or unacceptable conduct or behavior during the past 6 months.

10 Recently completed a PMOS-producing school

(g) Personnel who enter a disciplinary status while assigned to a FAP billet will be retained by the CO, Headquarters & Headquarters Squadron (HQHQRON), MCAS Cherry Point until all disciplinary action has been completed.

1 MCAS Legal Section will notify 2d MAW (G-1) of any legal proceedings initiated against a 2d MAW Marine assigned to the FAP program. Subsequently, this information will be forwarded to the Marine's parent command.

2 Should the Marine be unable to perform his/her duties as a result of the disciplinary action or when it may not be appropriate to continue to work in that billet (i.e., a Communications Center Operator who has his/her security clearance revoked), he/she will be returned to their parent command within 5 working days. A replacement will be provided not later than 5 working days following the disciplinary action. Normally, a Marine will not be defapped solely based on an NJP or page 11 entry. Exceptions will be by mutual agreement between the Station and Wing Personnel Officers.

3 In the event that the Marine commits an offense that results in a separation, the following actions apply:

a Category I FAP. The Marine will complete all legal and separation proceedings with Station to allow the Marine to continue working within his/her MOS. Once these proceedings are completed and the 10-day letter is received, the Marine will be defapped to his/her parent unit for final processing. A replacement would be provided at this time.

b Category II FAP. The Marine will be defapped upon determination that administrative separation is appropriate. All administrative separation processing will be initiated and completed by the parent command. A replacement will be provided not later than 5 working days following defap.

c Category III FAP. The Marine will be defapped upon determination—that administrative separation is appropriate. All administrative separation processing will be initiated and completed

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by the parent command. A replacement will be provided not later than 5 working days following defap.

d Punitive Discharge. Upon notification that a Marine has been awarded a punitive discharge from a courts-martial, the Marine will complete all legal proceedings and/or confinement with Station. Upon legal completion or release from confinement, the Marine will be defapped to his/her parent unit for appellate leave approval. Upon receipt of the convening authority's action, notification will be made to 2d MAW so that the parent unit can transfer the Marine by Service Record Book (SRB) to the Navy and Marine Corps Appellate Leave Activity (NAMALA).

4 Marines entering a UA status will not require a replacement while assigned to the FAP program. However, once a Marine enters a deserter status, the Marine will defap to the parent command by SRB. At that time, a replacement must be identified to fill the FAP billet. Any subsequent legal proceedings will be applied as appropriate.

(h) Unit Deployment Program (UDP)/Operations and Exercises. Marines will be returned to their parent command 30 days prior to deployment for regularly scheduled unit deployments only. A replacement will be provided not later than 5 working days after deployment/exercise starts. Squadrons returning from UDP are not required to participate in the FAP until 30 days after returning to MCAS Cherry Point.

(i) Marines being Discharged, Released from Active Duty or PCSing. Marines with an upcoming End of Active Service (EAS) or Permanent Change of Station (PCS) Orders will be returned to their parent command and a replacement will be provided not later than 30 days prior to their Estimated Departure Date (EDD). The Marine's parent command is the approving authority for terminal leave and is responsible for all administrative functions for PCSO (i.e. Port Call, Area Clearance, and generating orders).

(j) Naval Aviators, Naval Flight Officers, and Aircrew. Aeronautically designated personnel assigned to the FAP are, if required, expected to maintain proficiency and meet assigned flight hour minimums in their aircraft model commensurate with their MOS. Requests for authorization to fly Station aircraft will be submitted via the chain of command. FAP aircrew may be authorized to fly as crewmembers in Air Station aircraft if qualified.

(k) Antiterrorism Force Protection Augmentation.

Enclosure (3) establishes the requirements aboard the Station to ensure the collective security for both Station and Wing personnel, equipment, and family members.

(3) Billeting. Single CAT I personnel will be billeted in the HQHQRON barracks. Single CAT II and III personnel will remain in their parent command's barracks. Married CAT I, II and III personnel will report any change of unit to the housing office if they occupy government quarters.

(4) Personnel Action Requests (PARS). Category II and III personnel submitting career type PARS, will route them through their parent command for endorsements. Such PARS include requests for reenlistment, extensions, lateral moves, special schools, Marine Security Guard (MSG) duty, recruiting duty and drill instructor (DI) duty.

(5) Ensure that a command representative (e.g., Squadron Sergeant Major) visits all CAT II and III personnel at least every 90 days.

(6) CAT II and III personnel shall not be used for any periodical assignments such as road police, but may be used for additional duties such as unit duty sections, Awards & Retirement platoon, burial details, and Air Show working parties, etc. Additional duties will not exceed 30 days in duration.

(7) Operations and Exercises of 30 days or less. Marines who are required to return to their parent unit for a period of 30 days or less will not be required to check-out from the Installation Personnel Administration Center (IPAC), but will accomplish the following:

(a) All requests for periods of temporary DEFAP will be initiated by e-mail from the Marine's parent command. The request will be sent to 2d MAW Wing Personnel.

(b) Wing Personnel will coordinate with MCAS MILPERS for issuance of Temporary DEFAP Orders in accordance with enclosure (2).

(c) Upon receipt of the Temporary DEFAP Orders from MILPERS, the Marine will complete the checkout process. This will only include MILPERS, 2d MAW G-1, Group, and the Marine's parent unit.

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(d) The parent unit will maintain the "Temp DEFAP Orders" until completion of the requested period. An extension or a change in the original requested period requires notification to Wing Personnel (G-1).

(e) Upon completion of the temporary DEFAP period, SNM will receive Temporary DEFAP Orders from his parent unit and complete a check-in process as listed in enclosure (2).

(f) After the completion of the designated operation or exercise, appropriate Unit Diary entries (i.e. PERSTEMPO) will be accomplished by the parent command.

(8) Wartime/Operational Contingencies. During a contingency or rapid deployment, all FAP personnel will remain in their billets until the last date possible and then returned to their respective units. Consideration will be taken to allow replacements (i.e., activated Reservists) to be in place prior to turnover. However, wartime and operational contingencies will take precedence. FAP billets will be staffed as the mission dictates. Mission requirements will be coordinated through MCAS MILPERS and 2d MAW G-1.

(9) Range FAP Billets. These billets will be staffed on a quarterly rotation to assist Wing Unit Commanders in providing qualified replacements. In addition, the following guidelines will be adhered to.

(a) Due to the required 3-week coaches school, a 15-working day turnover is mandated.

(b) No LCpl or below recently completing a PMOS-producing school will be assigned.

(c) Marines FAP to the range must have a minimum of 12 months left on their current contract. Exceptions to this rule will be made on a case-by-case basis; however, not less than 9 months until EAS.

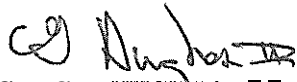
5. Administration and Logistics. Enclosure (4) provides primary points of contact for Station and Wing representatives for issues and questions dealing with the FAP.

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6. Command and Signal

a. Signal. This Order is effective the date signed.

b. Command. This Order is not applicable to the Marine Corps Reserve.



C. G. HUGHES II
Chief of Staff



S. P. LYNCH
Chief of Staff

DISTRIBUTION: MCAS A
2d MAW A

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FAP BILLETS

<u>Line</u> <u>No.</u>	<u>English Description</u>	<u>Rank</u>	<u>Qty</u>	<u>MOS</u>	<u>Remarks</u> <u>Cat</u> <u>Note</u>
<u>Operations Directorate</u>					
<u>Training Division/Academics/MTU</u>					
1597	NCO School Instr	Sgt	3	9916	III Note 8,11
<u>MTU</u>					
1634	Admin Clerk	Cpl	1	9916	III Note 1,5
1660	PMI Chief	SSgt	1	9916	III Note 5
1662	Pri Marksman Instr	Sgt	4	9916	III Note 5
1673	Armorer	LCpl	1	2111	II Note 5
<u>Rifle/Pistol Range Section</u>					
1656	Line SNCO	SSgt	2	9916	III Note 5
1658	Tower NCO	Sgt	2	9916	III Note 5
1665	Marksmanship Inst	Sgt	6	9916	III Note 5
1667	Marksmanship Coach	Cpl	14	9916	III Note 5
1671	Marksmanship Coach	LCpl	7	9916	III Note 5
<u>Airfield Operations Division</u>					
1808	Operations Duty Off	Lt	1	9969	III Note 7
1822	Avn Ops Spec	Cpl	1	7041	II
1823	Avn Ops Spec	Sgt	2	7041	II

ENCLOSURE (1)

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Weather Branch

1832 Metoc Off	CW03	1	6802	I	
1838 Metoc Forecaster	GySgt	1	6842	I	
1852 Metoc Observer	Sgt	5	6821	I	Note 5
1854 Metoc Tech	Sgt	1	6493	I	Note 5
1857 Metoc Observer	Cpl	3	6821	I	Note 5
1863 Observer	LCpl	4	6821	I	Note 5
1865 Metoc Van Tech	LCpl	2	6493	I	Note 5

Radar Section

1883 Asst ATC Fac Officer	Capt	1	7220	I	
1888 NCOIC Training & Stds	MSgt	1	7291	I	
1889 Training & Standards Sup	GySgt	1	7257	I	
1961 Radar Watch Off	Lt	3	7220	I	
1970 Radar Chief	GySgt	1	7257	I	
1972 Approach Controller	SSgt	2	7254	I	Note 3, 5
1977 Approach Controller	Sgt	3	7254	I	Note 3, 5
1980 Departure Controller	Cpl	2	7254	I	
1985 Arrival Controller	LCpl	2	7253	I	Note 3, 5
1987 ATC Tower	Cpl	3	7254	I	Note 3, 5
1992 Flt Clearance Spec	LCpl	1	7041	II	Note 3, 5
1997 Radar Final Controller	LCpl	3	7253	I	Note 3, 5
1999 ATC Radar	LCpl	2	7252	I	Note 3, 5
2004 Tower Watch Super	SSgt	2	7257	I	Note 3, 5
2010 Tower Watch Officer	Lt	1	7220	I	

VAL Section

2080 VAL Spec	LCpl	2	60XX	II	Note 2
2085 VAL Spec	PFC	3	60XX	II	Note 2

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Crash/Fire Rescue Division

2105	CFR Chief	MSgt	1	7051	I
2110	Training Chief	GySgt	1	7051	I
2113	CFR Mechanic	Sgt	2	3525	II
2120	Truckmaster	Sgt	1	7051	I
2122	Asst Section Leader	SSgt	2	7051	I
2125	Fire Inspector	GySgt	1	7051	I
2126	Dispatcher	LCpl	6	7051	I
2130	Material Supply SNCO	GySgt	1	7051	I
2132	Crew Leader	Sgt	8	7051	I
2134	Material NCO	Cpl	1	7051	I
2147	P-19 Veh Handline/Res	Cpl	4	7051	I
2157	P-19 Veh Handline/Res	Cpl	12	7051	I
2167	P-26 Water Resup Asst	LCpl	12	7051	I

Aircraft Recovery Branch

2181	A/C Recovery Off	CW02	1	7002	I
2186	Maint Chief	SSgt	2	7011	I
2189	Maint Spec	Sgt	1	7011	I
2190	EAF Serv Chief	GySgt	1	7011	I
2205	Crewman	LCpl	8	7011	I

OLF Support Section

2541	SNCOIC Atlantic Field	GySgt	1	1169	II	Note 4,5,8
2542	Atlantic Field NCOIC	Sgt	1	9916	III	Note 4,5,8

Supply DirectorateFuels Department

4062	Bulk Fuel SNCO	MSgt	1	1391	I
4123	Section Leader	SSgt	3	1391	I
4128	Bulk Fuel Spec	Sgt	7	1391	I
4137	Bulk Fuel Spec	LCpl	14	1391	I
4138	Bulk Fuel Spec	LCpl	14	1391	I
4146	Bulk Fuel Spec	PFC	13	1391	I
4147	Bulk Fuel Spec	PFC	13	1391	I

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Ordnance Department

4386	Avn Ord Sys Tech	PFC	6	6541	II	
4391	MT Oper	Cpl	1	3531	II	Note 9
4401	Avn Ord Sys Tech	LCpl	2	6541	II	

Station Property Control Department

4433	Warehouse Clerk	PFC	1	3051	II	
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Food Service Department

4511	Asst Food Serv Chief	MSgt	2	3381	I	
4513	Asst Mess Hall Mgr	GySgt	4	3381	I	
4515	Chief Cook	SSgt	6	3381	I	
4518	Cook	Cpl	12	3381	I	
4521	Food Svc Spec	PFC	17	3381	I	

Facilities Directorate

Housing Office

5741	TEQ/BEQ SNCOIC	SSgt	1	9916	III	
5742	BOQ Clerk	LCpl	2	9916	III	
5743	TEQ/BEQ NCOIC	Sgt	1	9916	III	

G-6 (Telecommunications and Information System Directorate)

6333	Comm Cntr Oper	LCpl	3	9916	III	Note 5,10
6342	DMS Sys Spec	Cpl	2	0651/53	II	Note 5,10
6343	Info/DMS Sys Spec	LCpl	3	0651/53	II	Note 5,10
6469	PA Oper	LCpl	1	9916	III	Note 5,10
6504	Supvy Inspect	SSgt	1	2842	II	Note 5,10
6611	Phone Install Tech	Cpl	2	2847	II	Note 5,10

Safety And Standardization Directorate

8024	Safety Tech/Road Master	SSgt	1	35XX	II	Note 6
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Joint Law Center

8563 Legal Serv Spec	Cpl	1	9916	III	Note 2
8564 Legal Serv Spec	LCpl	2	9916	III	Note 2

Headquarters and Headquarters Squadron, MCAS Cherry Point

9505 Asst Career Planner	Sgt	1	8421	III	
9660 Police Sergeant	Sgt	1	9916	II	
9666 Supply Clerk	LCpl	1	3051	II	

Provost Marshal Office - Standing Requirements

7347 Guard	LCpl	26	9916	III	Note 5**
7348 Guard	Cpl	26	9916	III	Note 5**

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NOTES

- Note 1 - Typing ability required.
- Note 2 - Civilian driver's license required.
- Note 3 - Not to be filled by trainees
- Note 4 - Preferable to assign unmarried personnel due to the remote location of duty site.
- Note 5 - Rates Comrats due to nature of billet.
- Note 6 - Must be a SSgt or above and fill the billet for 18 months.
- Note 7 - This is a daily duty.
- Note 8 - One year FAP billet.
- Note 9 - Personnel utilized as vehicle operators must meet the following prerequisites:
 - a. Valid Security Clearance
 - b. Valid Military Operator's Permit.
 - c. Valid Explosive Driver's License
- Note 10 - Rates 10 working days for turnover due to equipment.
- Note 11 - Must have at least one year in grade, completed NCO INSTR Sergeants Course and the Marine NCO MCI. Additionally, this billet requires a turnover of 10 working days.
- ** - Billets required in the absence of CSSD.

ENCLOSURE (1)

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FAP ORDERS

RANK	LNAME	FNAME	MI	SSN	MOS
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UNIT	BILLET DESCRIPTION				
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BMOS	LINE NUMBER	EAS		
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REPLACEMENT INFO:

REMARKS:

SECTION	SIGNATURE	DATE	TIME
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*UNIT

*GROUP

*2DMAW G-1

STATION G-1

BLDG 198 RM 205

H&HS S-1

WORK SECTION

MEAL CARD RECOVERED _____

TO FAP ENTRY UD# _____ DTD _____

VERIFY CURRENT ENLISTMENT BONUS _____

SNM IS NOT ON LIMITED DUTY BOARD _____

*DENOTES 2D MAW UNITS ACTION

ENCLOSURE (2)

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DEFAP ORDERS/CHECK OUT

RANK	LNAME	FNAME	MI	SSN	MOS
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UNIT	BILLET DESCRIPTION	CAT
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BMOS	LINE NUMBER
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REMARKS:

CAT I - NO REPLACEMENT NEEDED

CAT II/III - REPLACEMENT INFO

I have received my DEFAP orders from STATION G-1. I understand that I am to proceed to WING G-1 for further direction to (Unit/Time/Date). If there are any questions with these orders, please contact Ms Ruth Morris at com1: (252) 466-4250 or DSN: 582-4250.

SIGNATURE

DATE

SECTION	SIGNATURE	DATE	TIME
STATION G-1			
WING G-1			
IPAC			
GROUP S-1			
UNIT S-1			

REQUIRED DEFAP CHECK OUT

____ MEDICAL

____ DENTAL

____ CIF

____ ARMORY

STATION SECURITY (Bldg 198, Rm 213)

H&HS S-3

____ S-4/BARRACKS

____ CAREER PLANNER

____ LEGAL

____ MAIL ROOM

____ SNCOIC/OIC

____ H&HS S-1

IPAC MEAL CARD RECOVERED DEFAP UD # _____ DTD _____ UD

ENCLOSURE (2)

Temporary DEFAP Orders

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Marine Info

NAME

UNIT

Billet Info

Category Line #

Billet Rank/BMOS

FAP Billet Description

You are issued Temporary DEFAP Orders and directed to report back to your parent unit from _____ to _____. Upon completion of your duties, you will report to your Group and then G-1, 2nd Marine Aircraft Wing by _____. If you are unable to return by this date, you are directed to notify G-1, 2nd Marine Aircraft Wing at 466-4446/4451.

All appropriate unit diary entries will be accomplished by your parent command (i.e. PERSTEMPO, rations credits).

Marine Signature/Date

Check Out

Section	Signature	Time	Date
MilPers (G-1)			
2d MAW (G-1)			
Group			
Unit			
Check In			

Section	Signature	Time	Date
Unit			
Group			
2d MAW (G-1)			
MilPers (G-1)			

ENCLOSURE (2)

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ANTITERRORISM FORCE PROTECTION (AT/FP) AUGMENTATION

1. General. The potential for terrorist attacks necessitates the establishment of security measures to protect personnel, equipment, and facilities. Second Marine Aircraft Wing (2d MAW) tenant commands have a vested interest in the overall security of the Air Station. MCO 3302.1D requires the coordination and integration of the installation and the tenant commands' personnel in support of the overall installation AT/FP effort. COMMARFORLANT message dated 221230ZAUG02 further directs II MEF to provide direct support to COMCABEAST in order to maintain established Force Protection conditions.

2. Action. Each Group will be assigned personnel quotas by the AC/S G-1, 2d MAW in support of the AT/FP guard force based on the requirements depicted below. **These quotas are in addition to the FAP requirements listed in enclosure (1), page 5 and are cumulative for each threat condition level.**

	ALPHA	BRAVO	CHARLIE
TOTAL	32	*75	*146

*This is the anticipated maximum totals that will be required based on a worse case scenario in which all CSSD and Reserve assets are not available. Fluctuations in Station on-board strength will impact the above requirement resulting in additional augmentation to meet the aforementioned threatcon. Changes in FP conditions/augmentation requirements will be the subject of separate correspondence. Commanders will ensure AT/FP augment personnel quotas are filled to 100% at all times. Marines will not be returned to their parent command unless a qualified replacement is provided. Note 5 of enclosure (1) is authorized for AT/FP personnel.

a. Administrative Details

(1) Personnel will be assigned to the AT/FP Augmentation Force for a period of 179 days during condition "A", and as required while in conditions "B" and "C".

(2) Upon notification of a FP increase or decrease, augmentees will be sent TAD or returned from TAD within 48 hours.

ENCLOSURE (3)

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(3) Commands will prepare Group Special Orders assigning the Marine TAD EXCESS to HQHQRON MCAS Cherry Point for duty with PMO (AT/FP).

(4) Check-idcheck-out requirements normally associated with FAP will apply in accordance with AirStaO 5300.5C.

(5) Commands will report "TO PLT ATFP" per MCO P1080.40 (PRIM) paragraph 60608 to assist in personnel tracking and accountability.

(6) Control of Marines assigned to PMO will remain with PMO

b. AT/FP Augmentation Marines must meet the following requirements: (Restrictions may be waived by mutual agreement on a case-by-case basis).

(1) No page 11 or 12 entries reflecting moral turpitude, frequent involvement of a discreditable nature with civilian or military authorities or indebtedness.

(2) No courts-martial convictions, no more than two NJPs within the last 2 years. No judicial, non-judicial or administrative action relating to drug involvement.

(3) No pending legal action.

(4) No convictions involving domestic abuse or assault in civilian court.

(5) Not assigned to military appearance or weight control nor be within 9 months of EAS.

(6) No administrative, physical or personal problems that would prevent completion of a full tour or affect reliability while on duty.

(7) Marines assigned to limited duty/light duty should not be assigned as augmentees if they are not able to stand for prolonged periods of time, can't carry black gear, or are physically unable to defend themselves.

ENCLOSURE (3)

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c. Coordinating Instructions

(1) AT/FP augments will report to the IPAC for administrative processing and further assignment to PMO for duty. AT/FP augments will fill line numbers 7346, 7349, and 7350 on the 8340 T/O.

(2) Annual training will be assumed by PMO

(3) Direct liaison with action officers listed in enclosure (4) is highly encouraged.

ENCLOSURE (3)

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POINTS OF CONTACT LISTING

<u>Department</u>	<u>Title</u>	<u>Phone</u>
2d MAW G-1	Personnel Officer	466-2372
2d MAW G-3	2D MAW ATFPWG Rep	466-5101
MCAS G-1	Mil Pers Officer	466-4054
MCAS G-3	AT/FP Officer	466-6796
MCAS PMO	Provost Marshal	466-5328

ENCLOSURE (4)